



The Position

Under general direction, the Employment & Training Worker Supervisor plans, organizes, directs, supervises and evaluates the work of a unit of CalWORKs Employment Services employees engaged in the performance of employability evaluation and provision of other employment services to eligible applicants and clients of local social service agencies; uses manual reports and the Welfare Data Tracking Implementation Project (WDTIP), Welfare to Work and C-IV automated systems screens and reports for caseload monitoring, quality control and/or quality assurance activities as they relate to the formal supervisory case review process; and performs related work as required. The Employment & Training Worker Supervisor maintains a high level of CalWORKs employment services program and automated systems knowledge to act as a resource to a unit of employees in their day-to-day work by answering questions and making recommendations regarding complex situations involving eligible applicants and clients of local social service agencies, and provides input when new policies and procedures are proposed and implementation planning occurs. The Employment & Training Supervisor must work effectively with a diverse group of individuals; work well under pressure; and be able to effectively multi-tasks while producing a high volume of work.

Minimum Qualifications

SEE NEXT PAGE

Monterey County

Monterey County, with a population of approximately 371,000, is located on the central coast of California, approximately two hours south of San Francisco.

Salinas, the county seat, has a population of approximately 148,350.

Monterey County offers a mild, spring-like climate year-round. The county offers a wide range of scenic locals including: Monterey's picturesque bay and seaside restaurants, the Salinas Valley's hillside vineyards, Big Sur's rugged coastline and redwood groves, Pebble Beach's perfectly groomed golf courses, Salinas' renowned old-fashioned rodeo, and Carmel-by-the-Sea's elite music and art festivals.

Employment & Training Worker Supervisor

Monterey County Department of Social & Employment Services

Monthly Salary: \$4,353 - \$5,943

Application Deadline

June 22, 2012

5:00 p.m. PDT

Tentative Examination Dates:

Oral Exam: Week of July 9, 2012

Examinations will be held in Monterey County

Location:

**The resulting list will be used to fill vacancies in
Salinas, Seaside, and King City, California**

Additional Information

A valid California Driver License is required within ninety (90) days of appointment. Employees who drive on County business to carry out job-related duties must possess a valid California Driver License for the class of vehicle driven. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

All new hires will be subject to Live Scan fingerprinting. Fingerprint clearance is a condition of employment.

This position is exempt from the Fair Labor Standards Act (FLSA) and is not eligible for overtime pay.

Some positions may require the ability to speak, read, and write Spanish in addition to English. Spanish bilingual applicants are encouraged to apply. Candidates for English/Spanish bilingual designated positions must take and pass the Merit System Services bilingual examination (written and oral components) prior to appointment.

The existing eligible list will be replaced upon completion of this examination.

MONTEREY COUNTY is a DRUG-FREE WORKPLACE

MINIMUM QUALIFICATIONS

Minimum Qualifications

While the following requirements outline the minimum qualifications, the department reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job.

EITHER

Two (2) years of full-time experience comparable to Eligibility Supervisor or Social Worker Supervisor I;

OR

One (1) year of full-time experience comparable to Employment & Training Worker III AND successful completion of 15 semester or 22 quarter college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation;

OR

Eighteen (18) months of fulltime experience comparable to Employment & Training Worker III;

OR

Thirty (30) months of full-time experience comparable to Employment & Training Worker II AND successful completion of 15 semester or 22 quarter college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation;

OR

Three years of full-time experience comparable to Employment & Training Worker II.

OR

Three years of professional casework experience performing publicly funded vocational guidance services, employment counseling or placement services, including one year of lead or supervisory experience or training in a social services program AND completion of 15 semester or 22 quarter college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation.

KNOWLEDGE AND ABILITIES

The following may be tested in the examination:

Knowledge of:

- Laws, rules, and regulations governing employment preparation and training and multiple public assistance programs.
- Policies, procedures, programs, and goals of public social services agencies.
- Principles of supervision, training, and instructional methods and techniques.
- Leadership techniques.
- Department and community resources available to clients.
- Principles of employment services and other public social services.
- Computer terminology and computer keyboard arrangement.

Ability to:

- Exercise sound judgment when organizing, directing, prioritizing and assigning unit activities.
- Select, train, supervise, evaluate and discipline subordinate staff.
- Speak and write effectively and use correct English.
- Make referrals to appropriate agencies and social service programs.
- Determine appropriate course of action in day-to-day and emergency situations.
- Access and retrieve data from an automated computer system.
- Interpret and explain regulations and policy directives.
- Prepare clear, concise, and accurate records and reports.
- Establish and maintain cooperative working relationships with fellow employees and the general public.
- Work effectively with other community agencies, state, local government agencies, private and public organizations.
- Use available resources effectively to determine applicants' and program participants' employment potential and barriers.

EXAMINATION INFORMATION

MSS reserves the right to revise the examination plan if the circumstances under which this examination was planned change. The examination process may include one or more of the following components: application evaluation, computer skills assessment, supplemental questionnaire, written examination, job related exercise, and/or a structured oral examination. Candidates will be notified of any changes to the examination plan as posted on this job bulletin.

The examination components consist of:

ORAL EXAMINATION

This examination will be weighted: 100%
Categories tested may include:

- Analytical Ability
- Communication (Oral & Written)
- Conflict Resolution
- Decisiveness
- Delegation
- Development/Training
- Discipline
- Education, Experience and Training
- Evaluation/Feedback
- Initiative
- Interpersonal Relations
- Interviewing/Hiring
- Job Related Knowledge and Skills
- Motivation
- Planning/organizational Skills
- Public Contact
- Supervision
- Tracking Assignments-Initiative for Self
- Work Standards

Monterey County is an Equal Opportunity Employer

HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto www.mss.ca.gov and following the instructions.

It is recommended that you apply via the online application system. Applicants without Internet access may fax a paper application to (916) 648-1211 or mail to the address below. Faxed or mailed applications will ONLY be accepted on the dates/times indicated on the front of this job bulletin. Faxing or mailing your application does not guarantee that your application will be among those approved. POSTMARKS ARE NOT ACCEPTED.

Application packets may be obtained by contacting MSS, or the Social Services, Child Support, or HR Department in the county.

MERIT SYSTEM SERVICES

241 Lathrop Way, Sacramento, CA 95815

Website: www.mss.ca.gov

Email: mss@cps.ca.gov

Phone: (916) 263-3614

Note: Your application and any additional material become the property of MSS. **Please make a copy for your file.**

This job bulletin will not be available online after the application deadline. Please print a copy for your records.

FOREIGN EDUCATION

Applicants who completed their education outside of the United States must submit verification of degree and/or course equivalency by the application deadline. Organizations that provide foreign education credential evaluation services can be found at www.naces.org. MSS will accept verification of degree and/or course equivalency from any of the listed member agencies.

EXAMINATION NOTIFICATION

MSS will send you an email informing you of your status once it has been determined. Candidates who apply via a paper application and do not supply us with an email address will receive all recruitment notification via United States Postal Service. Selected applicants will be invited to the next step of the examination process. If you have not received notice at least two (2) working days prior to the tentative test date, please contact Merit System Services at mss@cps.ca.gov.

Some positions require that all approved candidates take and pass an oral examination to continue in the recruitment process. If this job bulletin states that there will be an oral exam for this position please note the following: Prior to being scheduled for the oral examination, you will receive an email from Merit System Services, mss@cps.ca.gov, asking you to confirm your interest in the position and your availability to attend the exam on a specific date. If you do not reply to the e-mail sent to you by the specified deadline or you are not available on the specified exam date, you will not be scheduled for the oral exam.

SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS at mss@cps.ca.gov within five (5) days of the date on your letter/email notifying you that you have been invited to move forward in the exam process.

Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.

**EMPLOYMENT AND TRAINING WORKER SUPERVISOR
MONTEREY COUNTY DEPARTMENT OF SOCIAL AND EMPLOYMENT SERVICES
APPLICATION DEADLINE: 6/22/12**

Name: _____ Date: _____

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